


<p>SUPERIOR COURT OF CALIFORNIA</p>  <p>COUNTY OF ALAMEDA</p>	<p><u>JOB ANNOUNCEMENT</u> EOE/ADA*</p> <p>*If you need assistance with the application process because of a disability, please call (510) 271-5153 or TDD (510) 465-3929</p>	<p>24 HOUR JOB HOT LINE #</p> <p>(510) 208-3906</p> <p>www.alameda.courts.ca.gov/courts</p>
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***** PROMOTIONAL ONLY *****

BUDGET SPECIALIST

SALARY RANGE: **\$1,856.17 - \$2,416.23 Bi-weekly, plus Benefits**

FILING DEADLINE: **Wednesday, June 8, 2005 by 5:00 p.m.**

FILING REQUIREMENTS: **Send completed application form to:**
Superior Court of California, County of Alameda
Human Resources & Labor Relations Bureau
1225 Fallon Street, Room 105
Oakland, CA 94612

The Superior Court of California, County of Alameda is accepting applications for the position of Budget Specialist. Under direction, the incumbent provides professional-level financial services work in budget development, reporting, monitoring and variance analysis; assists in the administration of expense to actuals and financial reporting; and performs other related duties as assigned. The current job vacancy is assigned in the Finance Bureau of the Rene C. Davidson Courthouse in Oakland.

TYPICAL DUTIES (May include but are not limited to the following:)

1. Serves as a lead worker in the Finance Bureau's Budget Unit and may assist in the training and assignment of routine work of support staff.
2. Coordinates the development of budget submissions from various Court locations that require moderately complex justification and consideration of alternatives; and formulates the Court's budget submission and additional requests for funding.
3. Reviews a variety of financial data to ensure revenues are within expectations and expenditures do not exceed approved plan; investigates and resolves accounting discrepancies; and prepares a variety of budget and fiscal reports for submission to the immediate supervisor and Bureau Chief II, Finance.
4. Coordinates internal monthly reporting requirements, including budget to actuals, expenditures and encumbrances, and reports from various systems for court-wide locations.
5. Coordinates external quarterly and annual reporting, including budget to actuals, expenditures and encumbrances, and reports from various systems for the entire Court.

TYPICAL DUTIES – Continued

6. Prepares full-time equivalent headcount reporting in conjunction with monthly and/or quarterly financial reports.
7. Conducts special studies of a variety of Court programs; researches, gathers, compiles and validates data collected from different resources.
8. Monitors grant funds for compliance with financial terms; reviews expenditure reports and ensures proper allocation of expenditures to the appropriate fund and the availability of funds; interprets contract and recommends solutions to contractual problems.
9. Interprets and applies a variety of policies, rules and regulations; and provides technical assistance to Court managers and staff to ensure that program guidelines are being met.
10. Attends a variety of AOC, Court, regular staff and budget meetings.
11. Prepares a variety of correspondence, periodic and special reports, procedures and other written materials.
12. Operates a variety of modern office equipment, including personal computer, fax and copier.
13. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS (May be met in either one of three options.)

Option I

Experience:

The equivalent to three years of full-time experience in the class of Fiscal Assistant III or equivalent position in the Superior of California, County of Alameda.

Or Option II

Experience:

The equivalent to three years of full-time professional or technical work experience in accounting, budget development and monitoring, contract negotiation and administration, grant management or similar financial services.

Or Option III

Education:

Possession of a Bachelor's degree from an accredited college or university in business or public administration or other related field.

And

Experience:

The equivalent to one year of full-time professional or technical work experience in accounting, budget development and monitoring, contract negotiation and administration, grant management or similar financial services.

KNOWLEDGE AND ABILITIES

Knowledge of principles and practices of governmental budget development and administration; principles and practices of governmental accounting, work process review and fiscal reporting; financial record keeping, auditing practices and fiscal management; work planning, staffing analysis and project management; principles, practices and implications of systematic change in administrative systems; data collection and analysis techniques; standard application of office automation, including Microsoft Word, Access, Excel, E-mail, Outlook and the Internet; and operation of modern office equipment; practices and techniques of administrative analysis and report preparation; applicable federal, state and local policies, rules and regulations; office administrative practices and procedures; planning and organizing work; and leading and training staff.

Ability to develop and administer multiple budgets; conduct, research, gather, compile and analyze a variety of fiscal studies; organize and prioritize work; and meet critical deadlines; lead the work of others on a project or day-to-day basis; exercise sound independent judgment within established policies and guidelines; and exercise discretion; interpret, explain and apply financial regulations, policies and procedures, and processes; evaluate situations, recommend resolutions and identify alternatives; make arithmetical and simple statistical calculations; evaluate and modify work methods; establish and maintain working relationships with clients, managers, staff and representatives from other agencies; project consequences of recommendations and decisions; monitor fiscal transactions, and audits fiscal records and documentation; prepare clear and accurate narrative and statistical reports, correspondence, procedures and other written materials; represent the bureau and/or Court in meetings; and maintain accurate financial records and audit data.

GENERAL INFORMATION

This is a full-time, non-management position. Employment is contingent upon successful completion of fingerprint check, and the provision of appropriate identifying documents to certify eligibility to work in the United States. This position includes a one-year probationary period. Please be advised that finalist must be fingerprinted for criminal record check purposes and that continued employment is contingent upon information received in the report.

Benefits include medical and dental insurance for employee and dependents, mandatory retirement plan, accrual of 13 sick leave and 10 vacation leave days per year, 13 holidays per calendar year, life insurance, Employee Assistance Program and optional deferred compensation plan.

*Application forms may be obtained at the Human Resources & Labor Relations Bureau,
1225 Fallon Street, Room 105, Oakland,
8:00 a.m.-5:00 p.m., Monday-Friday,
at our website, www.co.alameda.ca.us/courts
or by calling our 24-Hour Job Hotline at 510-208-3906.*

***** This recruitment is open to employees
of the Superior Court of California, County of Alameda. *****